



COURT SERVICES & OFFENDER SUPERVISION AGENCY

NOTICE OF VACANCY

ANNOUNCEMENT NO.: OPR-04-036 (SH)(DEU)

JOB TITLE: INVESTIGATOR, GS-1810-12/13

AREA OF CONSIDERATION: All Sources

OPENING DATE: 05/28/04

CLOSING DATE: 06/04/04 (Must be received by 5:00 pm)

PROMOTION POTENTIAL: GS-13

STARTING SALARY: GS-12, \$60,638 pa; GS-13, \$72,108 pa

Investigator, GS-1810-12/13, (1 Position), Court Services & Offender Supervision Agency (CSOSA), Office of Professional Responsibility (OPR), Washington, DC.

DUTIES: The incumbent reports directly to the Director of OPR and is responsible for conducting preliminary inquiries and investigations into allegations of violations of federal laws or regulations, mismanagement, gross waste of funds, abuse of authority or substantial and specific danger to public health and safety, and employee misconduct. The employee handles all phases of the investigation and determines approaches, resources required, and deliverables. Cases often involve multiple issues, such as fraud, employee misconduct, and other criminal behavior. Establishes and maintains coalitions with other offices within the Agency. The incumbent evaluates evidence for credibility, relevancy, and sufficiency and makes findings of fact to resolve complaints. Based on violations found in laws or regulations, incumbent prepares reports of inquiry, reports of investigation, reports on incidents of workplace violence or Executive summaries supported by credible, relevant evidence. Conducts onsite and offsite investigations to include taking sworn statements from individuals interviewed, and collecting relevant documentation. Identifies fraud or criminal issues included in complaints and recommends referral to other investigative organizations. Evaluates complaints to determine if further investigation is warranted. Gathers information from a wide variety of sources. Briefs higher level managers and representatives from other investigative agencies (e.g., FBI, local police department, etc). Researches and interprets administrative regulations, policy, laws and statutes to determine if violations have occurred.

QUALIFICATIONS: For the GS-12 level, applicants must have 1 year of specialized experience equivalent at least to the GS-11 level. For the GS-13, applicants must have 1 year of specialized experience equivalent at least to the GS-12 level. **Specialized experience** is experience in conducting investigations of complaints or other assertions of violations of rules, regulations or laws.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, job-related awards and supervisory appraisal of performance. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities (KSAs) required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ADDRESS EACH OF THE KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

1. Skill in conducting investigations using specialized investigative techniques, devices and procedures.
2. Skill in preparing reports of inquiry, reports of investigation, and executive summaries which contain relevant and credible information. (Attach a redacted/sanitized sample.)
3. Ability to research and interpret policy, laws and statutes.
4. Ability to communicate orally to conduct interviews and brief higher level managers, or to testify at administrative hearings.

On a separate sheet of paper, you must specifically address your experience and/or education related to the KSAs described above, giving specific examples. List each of the KSAs separately and explain how your experience, education, training, self-development activities, appraisals, awards, etc., relate to each KSA. Narratives that address all KSAs together are not acceptable. Your qualification rating will be based on the evaluation of your experience/education as it relates to the qualification requirements and competencies listed above. You should also provide detailed evidence of the KSAs in your application in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612), Standard Form 171, or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/b.htm>, or by requesting the forms through OPM's self-service phone system at (478)757-3000 or TDD (478)744-2299.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Veterans: If you are claiming 5 point veteran preference, a DD-214 is required. If claiming 10 point veteran preference, a DD-214, SF-15 and a letter dated within the last 12 months from the VA is required.

Applicants must fax, email or mail the required documents by the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Sherry Harrison on (202) 220-5605 or **TTY (202) 220-5474**. Applications must be *received* by 5:00p.m. on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment may require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with

disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

CSOSA is an Equal Opportunity Employer.